

Application Development Environment (ADE)

Retirement Phase

Phase Management Procedure *Quick-Start*

Information Systems Division
California Department of Motor Vehicles

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Retirement Phase and Oracle Methodology

Just as the Oracle Custom Development Method in use at DMV/ISD does not specify a retirement phase or process, the accompanying Oracle Project Management Method (PJM) does not speak directly to a retirement process within its project management life-cycle. In the interest of simplicity, those project management activities that would logically be associated with retirement phase management have been extrapolated from the PJM cycle and included in this single phase management procedure. (See the Phase Management Sub-Processes and Outputs table below.)

This Quick Start Guide is consistent with the IEEE Standard 1074-1991, *Standard for Developing Software Life Cycle Processes*, and includes pointers to the appropriate Oracle references.

The abbreviated references below refer to the Oracle *Custom Development Method* (CDM) and *Project Management Method* (PJM) manuals to which you may refer for related background information.

- *Method Handbook* (CDM-MH)
- *Process and Task Reference* (CDM-PTR)
- *Deliverable Reference* (CDM-DR)
- *Requirements Modeling Using Designer/2000 Volume 1* (RD2000)
- *Method Handbook* (PJM-MH)
- *Process and Task Reference* (PJM-PTR)
- *Deliverable Reference* (PJM-DR)

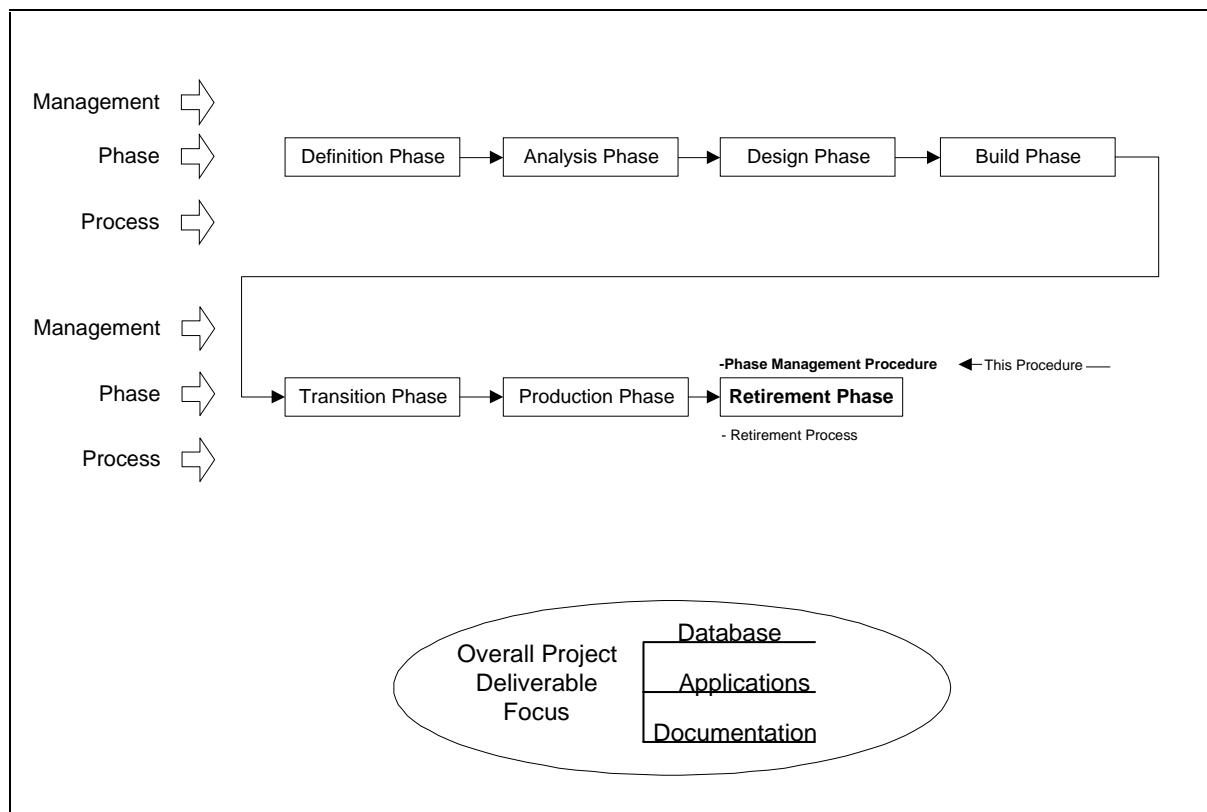
Principal Objectives of the Retirement Phase Management

The principal objectives of Phase Management of the Retirement Phase are:

- ensure the logical and documented removal of an existing system from regular usage, and
- ensure the achievement of a complete and retrievable archived system for future reference if needed.

Overview

Below is an overview of the Oracle development cycle which reflects phase management procedures and application development procedures within each phase. This graphic depicts the phase management procedure as it would occur in a Retirement Phase.



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Retirement Phase Deliverables

There are three deliverables called for in the retirement phase. None are designated as a key deliverable.

Retirement Phase Deliverables	
Deliverables	References
User Notification	IEEE 1074
Parallel Operations	IEEE 1074
Retired System	IEEE 1074

Oracle-Related Phase Management Sub-Processes and Outputs

The following Oracle-related processes, corresponding to those found in the PJM Phase Completion portion of Phase Management, offer appropriately modifiable tools for the management of the retirement phase.

Related Sub-Process	Description	Output	Reference
Release Staff RM.080	As applicable, final performance appraisals for departing project members and/or updated equipment records releasing departing staff member from responsibility for assigned project property.	<ul style="list-style-type: none">Performance appraisalsUpdated equipment records	PJM-PTR, 3-38 and PJM-DR, 3-18
Release Physical Resources RM.090	Updates to physical resource records indicating applicable staff release from the project or system.	<ul style="list-style-type: none">Updated resource records	PJM-PTR, 3-41 and PJM-DR, 3-19

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Related Sub-Process	Description	Output	Reference
Perform Quality Assessment QM.050	A final report on the conduct of the retirement phase, to include users notified, parallel operations successfully completed (if applicable), and instructions for retrieval (if necessary) of archived system.	<ul style="list-style-type: none">Final System Retirement Report	PJM-PTR, 4-25 and PJM-DR, 4-18
Conclude Configuration Management CM.070	Ensure proper archiving of all CM documentation related to the retired system.	<ul style="list-style-type: none">Archived CM repository	PJM-PTR, 5-34 and PJM-DR, 5-21

Potential Pitfalls

- Failure to notify (and document notification of) all system users regarding system retirement
- Failure to archive all associated CM documentation with retired system

Next Step

Retirement is the final step in the software or system life-cycle.

Key Words And Phrases

Event	A trigger to which one or more business functions respond; e.g. a license application
Function	A major work unit of an organization; e.g. sales, maintenance, etc.
Model	Diagram or graphical depiction of a system
Parallel Operations	When replacing an outgoing system with a new system, the period of dual operations utilizing the retiring system for official results, while completing the preparation of the new system for formal operations
Process	A series of tasks which result in one or more critical deliverables
Retirement	Removal of an existing system from its active support or use either by ceasing its operation or support, or by replacing it with a new system or and upgraded version of the existing system
Task	A unit of work that results in a single deliverable